



South Carolina Department of Insurance

MARK SANFORD
Governor

SCOTT RICHARDSON
Director of Insurance

IMPORTANT NOTICE

TO: All Producers Transacting the Business of Insurance in South Carolina
FROM: Scott H. Richardson, CPCU
SUBJECT: Notice of Producer License Renewal Process
DATE: November 3, 2009

This notice is to remind producers that all producers licensed as of June 2, 2009 are required to renew their producer license and pay a \$25 license renewal fee by May 1, 2010. The May 1, 2010 deadline for producer license renewals coincides with the deadline for compliance with the state's continuing insurance education (CE) requirements.

Note: The \$25 license renewal fee is a separate and distinct fee. It does not take the place of the CE recordkeeping fee. The CE recordkeeping fee must be paid to Prometric by May 1, 2010 as detailed in the enclosed notice from Prometric. The \$25 license renewal fee must also be paid by May 1, 2010 and is payable as a part of the online producer license renewal process. Producers receiving a CE exemption are still required to renew their license and pay the \$25 license renewal fee by May 1, 2010.

Producers may renew their license and pay the \$25 license renewal fee at any time between July 1, 2009 and May 1, 2010 by completing an online renewal application using one of the two options below:

- Option #1:*** Complete the Department's online renewal process, available at www.doi.sc.gov (instructions are available on DOI website at www.doi.sc.gov/licensing/producer/).
- Option #2:*** Complete NIPR's online renewal process, available at www.nipr.com.

The Department encourages producers to renew their licenses as soon as possible. Please do not mail or submit paper renewal applications as paper renewal applications will not be processed by the Department.

Failure to renew the producer license and pay the \$25 biennial license renewal fee by May 1, 2010 will result in the lapse of the producer's license, appointment(s), and any other license tied to the producer license (i.e., broker's license, agency license). A producer whose license(s) and appointment(s) lapses for noncompliance is prohibited from transacting any insurance business until the license(s) and appointment(s) have been reinstated.

Producers whose license(s) and appointment(s) lapse for failure to comply with the state's producer license renewal and/or CE requirements as detailed in Bulletin 2009-16 will be eligible to reinstate the lapsed license(s) during the May 2 - November 1, 2010 reinstatement period. Lapsed license(s) that have not been reinstated by November 1, 2010 will cancel. Producers whose licenses have canceled for noncompliance will be required to re-apply for licensure and pay all applicable fees. Resident producers will also be required to re-take and pass the South Carolina producer licensing examination. The cancellation of a producer's license will result in the permanent revocation of any CE exemption or reduced compliance requirement.

Additional information regarding the 2008 – 2010 biennial compliance period is available on the Department's website, www.doi.sc.gov. Questions? Call (803) 737-6095 or Email agntmail@doi.sc.gov.

PRODUCER RENEWAL INSTRUCTIONS ARE AS FOLLOWS:

Producer Renewal: Two Options for renewal will be available:

Renewal notices were mailed to producers in June 2009 to the address on record with the South Carolina Department of Insurance. Renewal began on July 1, 2009 and ends on May 1, 2010. **PAPER APPLICATIONS WILL NOT BE ACCEPTED.**

RENEWAL OPTION 1:

Go ONLINE to renew on the Department's website.

1. Go to the department's home page (www.doi.sc.gov).
2. Click on "Renew Individual License Demonstration" button to obtain a review of the online renewal process. Return to the home page and continue with the renewal process.
3. At the top of the home page, click on "SCDOI Online Services."
4. Under the General Public heading scroll down to "Renew Individual License."
5. Enter your social security number and birth date information.
6. Choose the License you are renewing.
7. Follow the instructions on the screen.
8. Select payment option.
9. Once the renewal is completed, a confirmation page will be displayed. Please print and keep this page as your receipt.

Fees may be paid by electronic check, or by credit card. If paid by credit card, a \$1.43 processing fee will be added to the \$25 license renewal fee.

RENEWAL OPTION 2:

1. **Go ONLINE** to renew at: www.nipr.com.
2. **Follow NIPR's online instructions.**
3. Individuals renewing through NIPR must pay a \$5 renewal transaction fee.
4. Once the online renewal is completed, NIPR will send an email confirming that the renewal has been accepted. Please keep NIPR's email as your receipt. Do not send verification to the Department.

TO CHECK THE STATUS OF YOUR RENEWAL, DO THE FOLLOWING:

1. Go to the Department's home page (www.doi.sc.gov)
2. On the left side of the screen, click on the "SC LICENSEE LOOK UP" button.
3. Click Search for individuals.
4. Key in your license number OR your last and first name.
5. When the next screen displays, click on the individual's name.
6. Scroll down to license type and click. Your renewal status will be reflected on the next page.

If you have any questions, please contact the Office of Individual Licensing by email at agntmail@doi.sc.gov